



TO: Vice Presidents, Deans, Directors and Administrative Staff  
FROM: Chris Viton, Controller  
SUBJECT: General Campus Information for Financial/Resource Administrators  
DATE: September 6, 2016

As we begin the new academic year, we wish to provide this summary update of key business policies to help orient new staff to the campus and also as reinforcement for existing staff. UNLV is a large and complex organization, and our business transactions are subject to both external and internal policies and procedures. While the State and University have many requirements that are similar to other public institutions, there are several that are unique to Nevada. We hope that this type of information will be useful to you in carrying out your duties and responsibilities, and we would welcome any feedback and suggestions as to how to make future information more valuable to you. In addition to the highlights summary below, we have included references to where specific and more detailed information can be found, as well as staff contacts if more explanation is needed. Please share this document with individuals in your department, as appropriate.

As University employees, we are stewards of public resources and must demonstrate prudent use of funds entrusted to us by our constituents. The general public, legislators, students, donors, granting organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. Regardless of funding source, (state, federal, private, enterprise, or self-funded activity) financial transactions are to comply with NSHE Board of Regents policy and other regulatory guidelines such as federal requirements. University funds are subject to audits by external auditors including governmental agencies, NSHE Internal Audit and by UNLV Campus Audit. Please review Internal Controls – Roles and Responsibility of University Financial Administrators on the web at <http://www.unlv.edu/controller/policies> which delineates the University's expectations and code of ethics for financial administrators and <http://audit.unlv.edu/InternalControls.htm> for internal controls.

The Division of Finance and Business department websites contain guidance, contacts, forms and other resources to assist unit business managers with managing and controlling all financial and business functions within their unit as well as maintaining compliance with all university, system-wide, state and federal requirements. The Finance and Business home page (<http://www.unlv.edu/financevp>) is a central link to the Division's departments.

The Finance and Business Concierge Office has been developed as the first point of contact for UNLV campus departments using services provided by: Human Resources, General Accounting, Payroll, Budget Office, Accounts Payable, Travel, Procurement, PCard Departments, and the Office of Sponsored Programs. Resources found on their website at

<http://www.unlv.edu/controller/concierge> include the Business Manager's Toolkit and the Business Operations Guide. These resources have been provided to help you better manage the business processes in your units as well as improving operational effectiveness and efficiency. The Guide is intended to call administrators attention to key financial policies and practices, which govern business transactions at the University and your financial responsibilities.

The information in the Business Operations Guide and the Business Manager's Toolkit offers both new and returning staff important information for the following topics:

- **Budget Office** – Understanding departmental accounts, state and self-supporting budgets, budget adjustments and revisions, position control
- **Purchasing** – Purchase of goods and services, contracts, informal and formal solicitation requirements, automated requisitioning, and the Purchasing Card (P-Card).
- **Accounts Payable and Travel Authorization & Reimbursement** – invoices, payment vouchers, independent contractors, hosting, corporate cards, travel authorization, advances, and reimbursement.
- **Non-resident Alien (NRA) Tax Compliance**
- **Tax Compliance** – payroll and fringe benefit taxation, service provider tax matters, sales and use tax
- **Payroll**
- **Cash Receipts, Student Accounts and Student Cashiering**
- **General Accounting** – bank accounts, signature cards, interdepartmental requisitions (IDR), suspense items
- **Delivery Services** – receiving, mail center, inventory and disposal of property
- **Parking and Transportation Services**
- **Telecommunications**
- **Human Resources**
- **Use of University Resources** – computer use, use of campus copy and fax machines, personal use of equipment
- **Gifts/Fundraising** – UNLV Foundation
- **Grants and Contracts**
- **Risk Management** – insurance, claims administration, environmental, health and life safety issues
- **Campus Audit**
- **Facilities** – custodial services, building and ground maintenance, motor pool, warehouse, keys, and rebel recycling
- **Planning and Construction** – capital projects, remodels and all campus physical planning, design and construction activities.
- **Real Estate Management**
- **Conflicts of Interest/Outside Employment** – ethical standards

As campus administrators entrusted with University assets, please familiarize yourself with our financial practices. To assist staff the Office of Human Resources offers a variety of campus wide training programs, which provide detailed information on subject areas. For a catalog please view the staff development website at <http://www.unlv.edu/hr/staff-development> or contact Staff Development at 5-0402.

**A highlight of significant updates and commonly referenced items include:**

## iNtegrate 2 Project

- **Replacement of legacy Human Resources/Payroll and Financial administrative business applications.** UNLV and all NSHE institutions continue to work on the multi-year project to replace the legacy core administrative business applications for finance, human resources and payroll (HRMS, Advantage, Munis, iLeave, etc.). Workday has been selected as the provider of enterprise cloud applications. In addition to replacing several stand-alone applications with a single software product, Workday will provide the ability for electronic approval routing, allowing users to track transactions they initiate.

The project team members continue to work on configuration and testing with the implementation date anticipated to be in October 2017. For more information go to the Workday project website <http://www.unlv.edu/workday> or contact UNLV project manager, Jackie Hess, at [workday@unlv.edu](mailto:workday@unlv.edu).

### Finance and Business Concierge Office:

- **The Finance and Business Concierge Office** website is at <http://www.unlv.edu/controller/concierge>. This office was created to provide campus staff practical advice and policy guidance related to various finance and business activities, in a consistent, timely, and accurate way. Website resources include Frequently Asked Questions documents for various departments and the Business Manager's Toolkit and the Business Operations Guide. Specific questions can be sent to [FBConcierge@unlv.edu](mailto:FBConcierge@unlv.edu) or you can reach help desk staff at 702-774-4242.

### Human Resources:

- **Cost of Living increase effective July 1, 2016.** The 2015 Nevada Legislative Session approved a cost of living increase of 2% starting July 2016, for professional staff, faculty, and classified employees. July's increase will be reflected in payroll on the August 1, 2016 pay date.
- **FY17 Merit Pay.** Funding for classified staff longevity pay was permanently eliminated and merit pay for academic or administrative faculty/professional staff was not appropriated this session.
- **NSHE Retirement Plan.** The state retirement contribution by employees of public universities will remain at 14.5%.
- **Training Resources.** Visit the Staff Development website for links to training opportunities: <http://www.unlv.edu/hr/staff-development>. In addition, numerous HR informational videos are available providing short instructional segments on many HR topics including benefits, WEB contract processing, onboarding processes, evaluation processes, leave programs and more. <http://www.unlv.edu/hr/videos>.

### Payroll:

- **Paperless payroll and electronic W-2s are preferred.** Employees may sign-up for direct deposit through the employee self-service system (EQUUS) web site located at <http://www.unlv.edu/hr/employees-info/find-change>. The system provides for electronic delivery of direct deposit advices, the ability to update direct deposit information and make address/phone number changes. Employees not enrolled in direct deposit will be paid by payroll debit card. Check distribution still occurs for initial payroll checks. The Payroll Office now also provides electronic W-2 tax statements through the same secure delivery method as pay advices. Further information regarding electronic W-2s can be found on the self-service system (EQUUS).
- **Self-service withholding (W-4) changes are available.** Employees wishing to update withholding elections can do so by completing an on-line W-4 through the employee self-service system (EQUUS) web site located at <http://www.unlv.edu/hr/employees-info/find-change>.
- **Payroll debit cards.** The Board of Regents approved a policy mandating electronic payroll delivery effective January 2014. This program did not replace voluntary direct deposit enrollment, but rather replaced paper paychecks with a bank-issued payroll VISA debit card. The debit card provides employees with better options for accessing their payroll funds, including withdrawal of their full net payroll at VISA member banks (such as Bank of America) in the same manner as cashing a check in addition to typical debit card features such as ATM withdrawals and retail purchases.

#### **Accounts Payable and Travel:**

- **Electronic payments for vendors and suppliers** UNLV uses a service (Paymode-X) from our commercial banking partner to make electronic (direct deposit) payments to vendors. This service allows vendors and suppliers to enroll by self-service to receive payments and remittance information electronically. Banking information is maintained by the vendor/supplier directly within the bank's payment service application so that the vendors banking information is not collected or maintained within UNLV's accounts payable system. This protects the vendor's banking information and also makes the maintenance of the information and direction of payments efficient for UNLV Accounts Payable staff. Information about the Paymode-X service can be found online at: <http://www.paymode.com/unlv>.
- **Direct deposit of employee travel reimbursements.** All employees that participate in direct deposit for payroll are also reimbursed for travel by electronic funds transfer. This allows employees to receive reimbursement faster for travel and other reimbursement claims.
- **Out-of-state travel on state funds.** A review of our policies confirmed that our previous limitation on use of state funds for out-of-state travel was a UNLV campus specific policy and not an NSHE policy. As such, beginning FY17, you may charge out-of-state travel to state operating accounts. Please use the 30 object code for travel that is charged to state funds.

#### **P-Card**

- **Month-end P-Card processing.** Advantage accounts will be charged based on the information provided on the PVS-Net account reconciliation and if Advantage accounts have insufficient funds/insufficient budget authority, the transactions will cause an account deficit that will need to be resolved. These deficits will need to be resolved by standard account management procedures such as budget modification or by expense re-assignment. Account managers should monitor their accounts following P-Card transaction posting and take action, if necessary, to timely resolve any account deficit issues that arise as a result of P-Card transaction processing.
- **P-Card records.** In order to improve the security of P-Card records, the records of cardholders (original receipts, signed/completed Statement of Accounts, and any other required documentation supporting the transactions charged by the cardholder) are to be kept in centralized storage within departments/units business office rather than with the individual cardholders.

For additional information, please see the PCard website at <http://www.unlv.edu/purchasing/pcard> or call 895-2273.

#### **Cashiering and Student Accounts:**

- **Electronic funds transfer (EFT) for Student Financial Aid Refunds** are our preferred method for issuing student refunds. Students have the ability to self-enroll for electronic refunds through the MyUNLV portal. Electronic funds transfer provides the fastest method for receiving financial aid funds.

#### **Facilities:**

- **Submit a new work-order and access work-order history using the Facilities Management online work-order system.** Open a new request or check the status and view the accumulated costs of your work order online using the Facilities Management iService customer service work-order system. More information on submitting requests for maintenance and repair requests can be found on the Facilities Management website at the following link: <http://www.unlv.edu/facilities>

If you have any questions, please call the Help Desk at 5-4357 (5-HELP).

#### **Inventory Control:**

- **Archibus Web Central is the method to update department's equipment inventory listing.** More information can be found on the web at <http://space.unlv.edu/archibus/>. Inventory Control will be conducting monthly training for the Asset Management and Move Management options available in the Archibus Web Central. This training will provide equipment inventory information and replace the current Property Movement Request (PMR) and the Equipment Loan Agreement (ELA). See related information at <http://delivery.unlv.edu/InventoryGuides>

Please contact Inventory Control at 895-0859 or email ([property@unlv.edu](mailto:property@unlv.edu)) with any questions

Throughout the year we will be communicating updates and other items of interest through emails, bulletins, and by updating our web sites. We ask you to share this information with other staff transacting University business and we welcome your comments and feedback on this information. Comments may be directed to [Chris.Viton@unlv.edu](mailto:Chris.Viton@unlv.edu).

## **UNIVERSITY KEY FINANCIAL CONTACTS:**

### **A. Office of the Senior Vice President for Finance & Business**

Senior Vice President	Gerry Bomotti	895-3571
Special Assistant	Lori McGowne	895-3571
Executive Administrative Assistant	Kara Toma	895-3571

Division of Business & Finance <http://financevp.unlv.edu/>

### **B. Budget Office**

Executive Director	Kathy Adams	895-4185
Associate Budget Director	Angie Doran	895-4299
Assistant Budget Director	Erin Messer	895-2924
Budget Analyst	Vacant	895-5566
Budget Analyst	Megan Gerke	895-3613
Budget Analyst	Meliscia Gilbert	895-1839

Budget Office <http://budget.unlv.edu/>

### **C. Controller's Office**

Controller	Chris Viton	895-5578
Accounts Payable	Yvette Walton	895-3822
Cashiering & Student Accounts	David Ellison	895-0314
Concierge Office	Mike Wilde	774-4244
Financial Reporting	Karla Kirk	895-4182
General Accounting	Gail Pitts	895-0981
Non-Resident Alien Compliance	Debbie Honrath	895-1243
Payroll	Mary Green	895-3825
System Problems	Brian Meyerpeter	895-5161
Travel Payments	Team	895-1156
Vendor Payments	Team	895-1157

Accounts Payable <http://www.unlv.edu/controller/accountspayable>

Cashiering & Student Accounts <http://www.unlv.edu/cashiering>

Concierge Office <http://www.unlv.edu/controller/concierge>

Controller Home Page <http://www.unlv.edu/controller>

General Accounting <http://www.unlv.edu/controller/general-accounting>

Financial Reporting [http://controller.unlv.edu/financial\\_reports.html](http://controller.unlv.edu/financial_reports.html)

Payroll <http://www.unlv.edu/payroll>

### **D. Delivery Services**

Director	Mike Lawrence	895-1180
Inventory Control	Glenn Pugh	895-0859

Mail Delivery	Henri Day	895-3786
Receiving	Kenny Hafen	895-3212
Surplus Property	Mark Aviles	895-5384

Delivery Services (Web) <http://delivery.unlv.edu>

### **E. Facilities Management**

Executive Director	Allan Breese	895-0888
Assistant Director, Custodial Services	Doug McLean	895-5504
Assistant Director, Electric & Mech.	Scott Wright	895-5526
Assistant Director, Energy Mgmt.	Matthew Whinery	895-4886
Assistant Director, Shadow Lane	Kevin Raschko	774-2389
Assistant Director, Work Management	Frank Lucas	895-1472
Facilities Help Desk		895-4357
Landscape & Grounds	Robert Lynn	895-0952
Rebel Recycling	Tara Pike-Nordstrom	895-3760
Vehicle Services		895-3186

[facilities\\_help\\_desk@unlv.edu](mailto:facilities_help_desk@unlv.edu) 895-(HELP) 4357

Facilities Management	<a href="http://www.unlv.edu/facilities">http://www.unlv.edu/facilities</a>
iServiceDesk/Work request	<a href="http://iservicedesk.unlv.edu">http://iservicedesk.unlv.edu</a>
Custodial Services	<a href="http://www.unlv.edu/facilities/custodial">http://www.unlv.edu/facilities/custodial</a>
Energy Management	<a href="https://www.unlv.edu/facilities/energy-management">https://www.unlv.edu/facilities/energy-management</a>
Recycle Program	<a href="https://www.unlv.edu/facilities/recycling">https://www.unlv.edu/facilities/recycling</a>

### **F. General Counsel**

General Counsel	Elda Luna Sidhu, Esq.	895-5185
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### **G. Human Resources**

Chief Human Resources Officer	Larry Hamilton	895-1299
Main Office		895-3504
Benefits Manager	Pat LaPutt	895-3958
Compensation & Recruitment Mgr	Michelle Hogan	895-3335
Employee Relations Manager	Kelly Scherado	895-5817
Sr. Recruitment Coordinator	Valerie Holsinger	895-4375

Human Resources (Web) <http://hr.unlv.edu>

### **H. Information Technology**

Vice Provost	Lori Temple	895-3628
IT Help Desk	Staff	895-0777





Environmental Management & Laboratory Safety Manager	George Fratus	895-4942
Fire and Life Safety	Larry Warkentin	895-2990
Insurance & WC Officer	Michael Means	895-5735
Occupational Safety Program Officer	John Tomola	895-4860
Radiological Safety Officer / Manager	Brian Rowsell	895-4419
Safety Training Officer	Bill Ayers	895-1005

Risk Management & Safety (Web) <http://rms.unlv.edu/>

**M. Sponsored Programs**

Executive Director: David Paul 895-1357

Sponsored Programs <http://www.unlv.edu/research/osp>  
Policies <http://www.unlv.edu/research/policies>

**N. Telecommunications**

Executive Director	Mike Lawrence	895-1180
Director	Darren Paulson	774-4595
University Operator		"00"

Telecommunications (Web) <http://telecom.unlv.edu>

**O. TMC/Athletic Business Services, Auxiliary Financial Services, and Campus Audit**

Associate Vice President	Rhett Vertrees	895-4720
Athletic Scholarship & Accts Payable	Myke Molina	895-4497
Business Services Program	Rosalie Garcia	895-3983
Campus Audit Supervisor	Jim Moore	895-3476
Food & Beverage/Ticket Sales Audit	Staff	895-4728
Purchasing Agent	Rhonda Dale	895-1578
Purchasing Card & Accts Payable	Claudia Stringer	895-5482
Special Event & General Accounting	Gwen Jones	895-4724
Travel, Receivables & Cashiering	Racquel Rodriguez	895-1579

<http://audit.unlv.edu/InternalControls.htm>